

## Data Management Roles and Responsibilities in Land Use Planning

Position Function	BDA	SDA	SBA	NDS	SDS	FDS	GIS	SPL	PTL
Develop/Issue national data policy	L	S		S					
Develop/Issue state-specific data policy		L			S				
Develop/Propose Bureau data standards	S	S		L	S		S		S
Manage/Maintain record of approved data standards	L	S		S				S	
Develop/Propose state-specific data standards		S			L	S	S	S	S
Approve final data standards (by subject area)	S			L	S				
Develop quality control procedures	S			S	L				
Implement quality control procedures				S	L	S	S	S	S
Identify data needs/status; incorporate into prep plan		S				S	S	S	L
Coordinate prep plan review within state		S			S			L	
Develop/Implement procedures to archive/back-up, restore data			L						
Manage user access and security			L						
Create metadata		S	S		S	S	S	S	L
Submit metadata to clearinghouse node		S				S	L		
Manage metadata clearinghouse node	L	S							
Manage planning data/metadata (plan level)		S	S			S	L		S
Manage/Maintain bureau data dictionary	L	S					S		
Manage/Maintain state data dictionary	S	L					S		
Develop final data status table (for land use plan)						S	S		L
Coordinate among national data stewards	L			S					
Coordinate among state data stewards (within subject areas)				L	S				
Coordinate among state data stewards (within state)		L			S				

BDA - Bureau Data Administrator	SDA - State Data Administrator	SBA - State Database Administrator
NDS - National Data Steward	SDS - State Data Steward	FDS - Field Office Data Steward
GIS - GIS Coordinator/Specialist	SPL - State Planning Lead	PTL - Planning Team Leader

L designates "lead" responsibility for the function; S designates "support" role for the function